## Working Budget Report (STW-GL-4)

### **MUNIS**®

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#### **OVERVIEW**

The Working Budget Report is designed to:

- 1. Compare **actual** Revenues and Expenditures for the past two years with the Current Year Budget.
- 2. Report Current Year Budget as a calculated column for multi-year funds. (Fund 2 and Fund 360 are multi-year funds consisting of Projects that can be expended over a period extending beyond one fiscal year.)

This document provides instructions for producing the Working Budget Report in **printed form** and **magnetic media file** formats.

#### Fund 2 and Fund 360 Budget Appropriation Calculation

Fund 2 and Fund 360 are multi-year funds consisting of Projects that can be expended over a period extending beyond one fiscal year. Any multi-year fund account is budgeted just once - in the year of its inception. This Project budget remains in effect over the life of the Project, which may extend beyond a single fiscal year. Because the Working Budget Report shows budgets for a single fiscal year, reported budgets for Projects with activity beyond a single fiscal year will be distorted. To minimize the distortion, the report performs the following calculation:

Project Budget

- Prior Year Actuals

Reporting Year Budget

The calculated budget is reported in the **Budget Appropriation** column on the Working Budget Report.

## CHECKLIST FOR GENERATING THE WORKING BUDGET REPORT

1. Set the Project Start and Actual Completion Dates.		
2. Generate the Working Budget Report hard copy and magnetic media files		
	a. Generate the Working Budget Report with detail	
	b. Generate the Working Budget Report without detail	
3.	Transfer electronic files to KDE.	
4.	If necessary, submit replacement electronic files.	

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# SETTING PROJECT START AND ACTUAL COMPLETION DATES

Establishing proper start and actual completion dates for multi-year Fund projects (2 & 360) in the Project Master table is an important part of producing this report. Dates must be entered accurately for ALL projects! Incorrect dates can result in projects missing from or incorrectly included in the report. The matrix below describes the effect of Start and Actual Completion Dates on budget reporting for multi-year accounts.

Added to budget calculation		
No Start or Actual Completion Dates	Yes	
Start Date only, before reporting year	Yes	
Start Date only, after reporting year	No	
Actual Completion Date only, <i>before</i> reporting year	No	
Actual Completion Date only, <i>after</i> reporting year	Yes	
Start and Actual Completion Dates before reporting year	No	
Start and Actual Completion Dates after reporting year	No	
Start Date <i>before</i> reporting year, Actual Completion Date <i>after</i> reporting year	Yes	

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#### To Set Project Start and Actual Completion Dates, select:

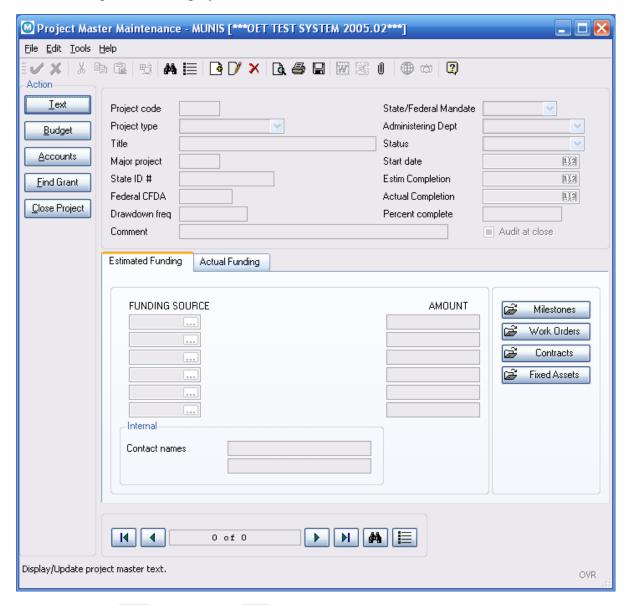
Financials

General Ledger

Project Accounting Menu

**Project Master Maintenance** 

The following screen is displayed:



- 1. Select **Find** and click **OK**
- 2. Move through each of the projects checking that all projects have correct information in the **Start date** and **Actual Completion** fields.

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If a project has incorrect Start or Actual Completion Dates, select the project and use the **Update** function to correct the dates.

#### GENERATING THE WORKING BUDGET REPORT

This step will print the Working Budget Report and also create the spreadsheet import and magnetic media files with the option to include account detail on all forms of output.

#### To Generate the Working Budget Report, Select:

**Financials** 

General Ledger Menu

Inquiries & Reports Menu

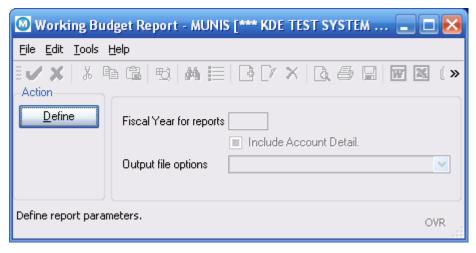
G/L Report Writer Functions

State Specific Reports

**Kentucky Reports** 

Working Budget Report

The following screen is displayed:



- 1. Select the **Define** button.
- 2. Enter the appropriate fiscal year in the **Fiscal Year for reports** field.

**NOTE:** The Working Budget Report may be run for any of the prior three years.

3. The **Include Account Detail** check box is used to research discrepancies and to provide detailed reporting for statewide reporting purposes.

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NOTE: After reviewing the report and resolving any discrepancies, run the Working Budget report with both formats: with detail and without detail. State reporting requirements make it necessary to produce the Working budget report with the Account Detail box checked and unchecked

4. Select an **Output file option**:

Paper/Spool Only

Magnetic Media & Spreadsheet

**Both Paper & Magnetic Media/Spreadsheet** 

- Click OK
- 5. At this point, if any reporting discrepancies are discovered a box will appear on the screen:



To review the errors

- Click **OK**
- You will notice the Output file option is now set to **Paper/Spool Only**
- Select **File -> Output**
- Select an output option (Print to File, Display, Print) to view the report.
- The end of the report lists any errors and warnings. Errors will prevent the magnetic media or spreadsheet from being generated. The errors and warnings are as follows:

#### **Errors:**

• Fund X Revenue (object codes => 0999) and Expenditures (object codes < 0999) do not equal

Note: This error indicates the budget for Fund X does not balance.

• Total Funds Transfer Revenue and Expenditures do not equal

Fund X Revenue Transfers for object code  $52^{**} = $XXXX$ 

Fund X Expense transfer for function 5200 and object 091\* = \$XXXX

Note: If this error occurs as a result of transfers in or out of a prior year project, please contact your Finance Field Staff.

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• Expense transfers for object 091\* and NOT function 5200 exist

Fund X and function XXXX=\$XXXX

Note: This error indicates the object is attached to an incorrect function code.

#### Warnings:

 Negative budget amounts exist in Fund X for \$XXX for function XXXX and object code XXXX

**Note: Only reported for Funds < 7X** 

• Contingency fund percentage is less than 2%

Note: Contingency % is calculated as follows:

- i. A = sum of object code 0840\* for fund 1
- ii. B = total expense accounts for funds 1, 2, 310, 320, 350 and 51
- iii. Contingency % = A / (B A)
- Budget amounts do not exist for fund X

Note: Where budget revenues or expenditures do NOT exist for funds 1, 2, 10, 320 or 51 for the reporting year

Take corrective action on all errors and any warnings before proceeding to the next step.

#### 6. Select **File -> Output**.

The program will behave differently depending upon the Output file option selected:

#### **Magnetic Media & Spreadsheet:**

The spreadsheet is generated and the spreadsheet filename appears at the bottom of the screen.

#### Paper/Spool Only or Both Paper/Meg Media:

The Print window appears allowing you to print or send the output to file (spool). Select the output option and click **OK** . If the **Both** Output file option is selected the name of the spreadsheet file is displayed at the bottom of the screen.

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7. When the process is complete, the spreadsheet and magnetic media are created. You may need to view the files in spool file maintenance to be sure you transmit the appropriate files to KDE.

Note: Run the Working Budget report 2 times; selecting detail and then without detail to create the files required for the KY transfer process.

When the report is created with Include Account Detail not checked, the following reports are created:

WKBddd.### Working Budget Magnetic Media File

WSBddd.### Working Budget Spreadsheet File

When the report is processed with Include Account Detail checked, the following reports are created:

WKDddd.### Working Budget Magnetic Media File (with account detail)

WSDddd.### Working Budget Spreadsheet File (with account detail)

**Note:** The ddd represents your District Number. The last three digits (###) will reflect the report sequence number.

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# TRANSFERRING WORKING BUDGET FILES TO KDE (STARTING FY 09-10)

The Working Budget magnetic media and spreadsheet files created in MUNIS will no longer be transferred to KDE using the kytransfer process. The required files are now submitted thru a web-based application. This is the same application used to submit SEEK trend data, Tentative Budget and AFR.

Below are the instructions to prepare the Working Budget files for submission. These instructions are used after the Working Budget has been created with detail and without detail as directed in other documentation. Only two Working Budget files will need to be submitted, the WKD file and the WSB file.

#### To Prepare Working Budget Files for submission, Select:

Admin

Printer/Device Control

Spool F/M

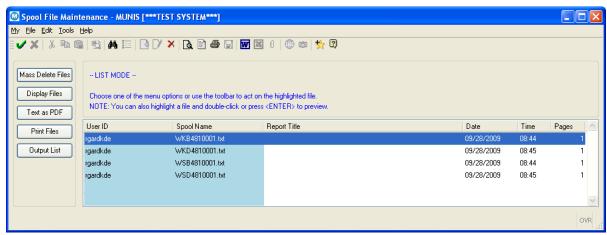
OR

Dept

Spool F/M

1. Click the Find icon and insert user id and date of appropriate files.

The following screen will be displayed:

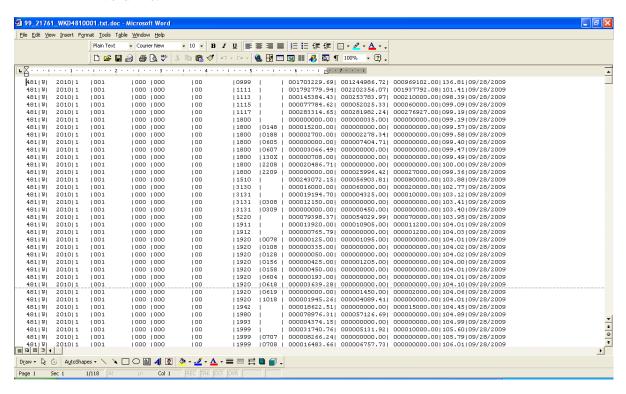


- 2. Four files should have been created when the Working Budget was created. There will only be two files submitted to KDE (WKD and WSB).
- 3. Choose the WKD file and make sure it is highlighted.

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4. Select the Word icon at the top of the screen. This will open the document in a word file.

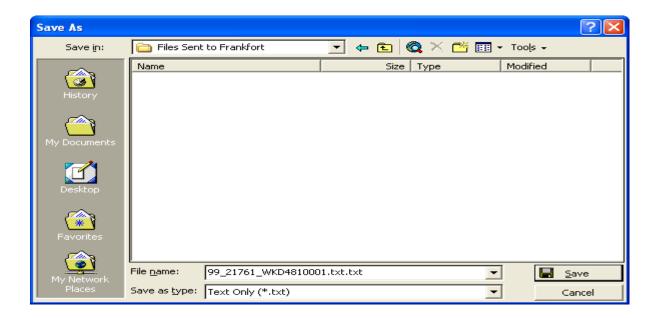


5. Do not worry about how the file looks. Select File / Save As.

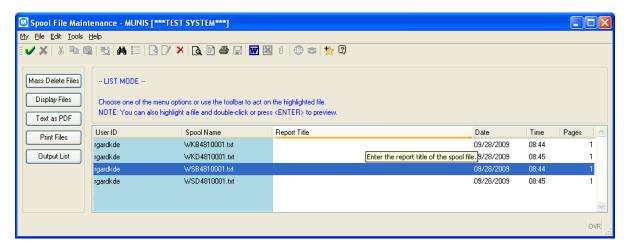
Place the Working Budget files in a folder that can be easily identified and located. Example is "KDE Files for Submission." Do not change the file name. Save as a text only file or a plain text file. Select the Save button.

You will need to be able to find the files easily during the web submission.

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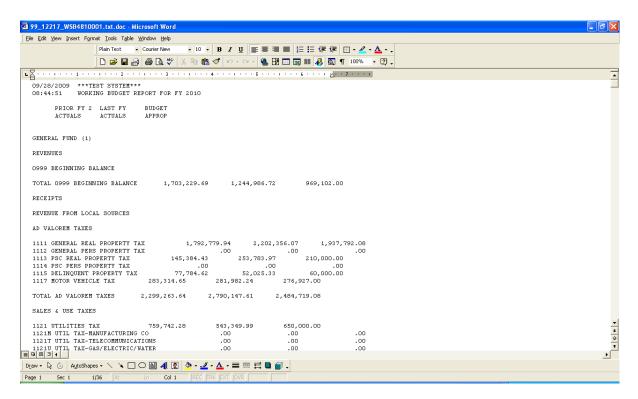


6. Close the word document, which returns the screen to the spool directory



- 7. Choose the WSB file and make sure it is highlighted.
- 8. Select the Word icon at the top of the screen. This will open the document in a word file.

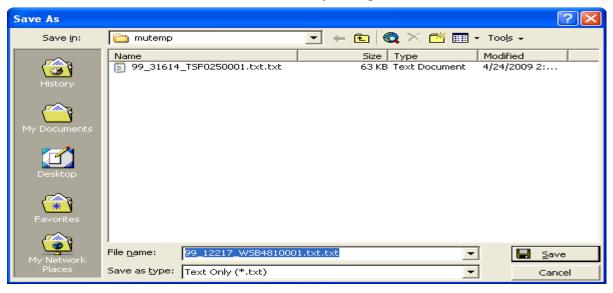
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9. Do not worry about how the file looks. Select File / Save As.

Save the WSB file in the same folder where the WKD file was placed. It should be easily identified and located. Example is "KDE Files for Submission." Do not change the file name. Save as a text only file or a plain text file. Select the Save button.

You will need to be able to find the files easily during the web submission.



10. You are now ready to proceed with the new Working Budget web submission. Directions are on the pages that follow.

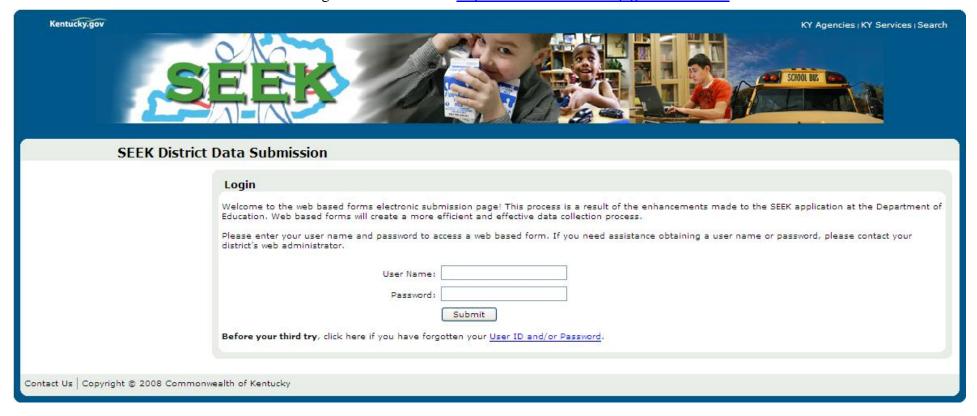
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### **Working Budget Web Submission**

The web-based application is the same application used to submit SEEK trend data. Once the Working Budget Files have been prepared, follow the instructions below for submission:

1. Go to the SEEK District Data Submission login screen located at <a href="http://odss.education.ky.gov/webforms">http://odss.education.ky.gov/webforms</a>.



2. Enter your user name and password and click the Submit button Successfully entering your user name and password will open the SEEK District Data Submission Home page.

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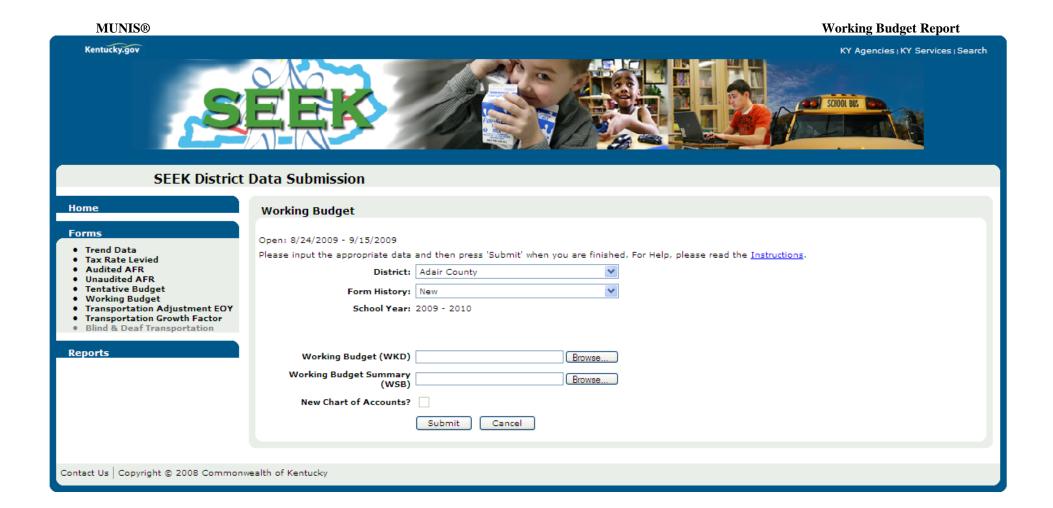
3. Click the Forms link **Forms** on the left side of the screen. The list will expand to reveal the available forms options.

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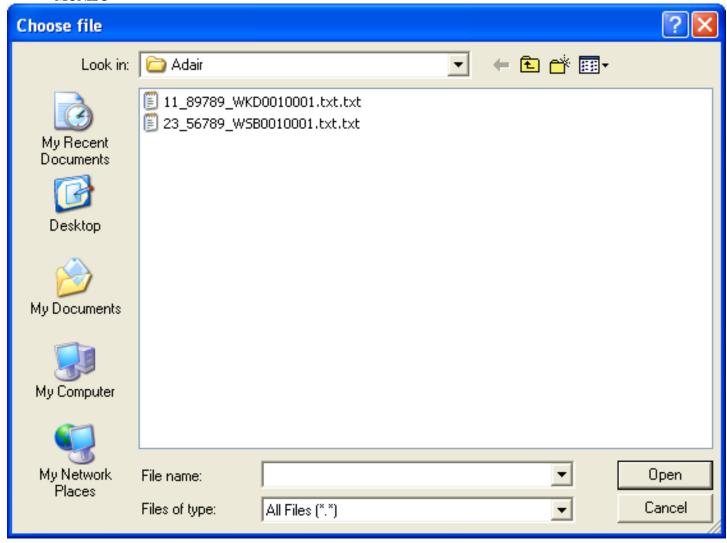
4. Click the Working Budget link under the list of Forms options to go to the Working Budget Submission screen.

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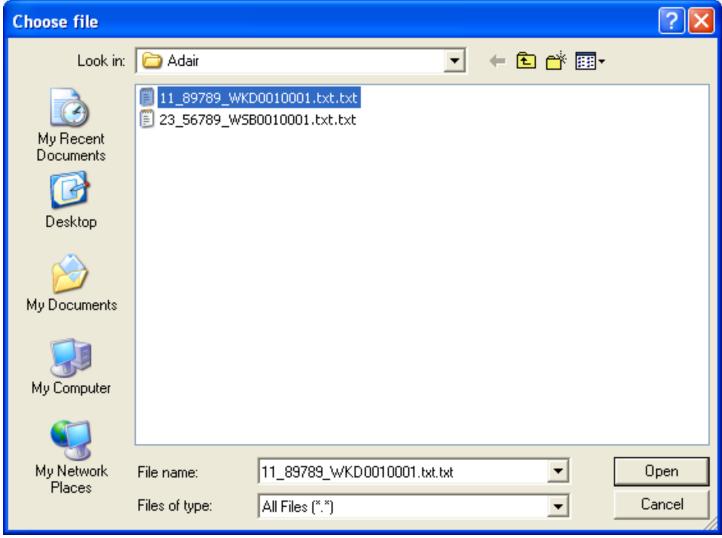
5. Click the Browse button Browse... at the end of the Working Budget (WKD) row. It will allow you to choose which file to upload by opening the Choose file screen.

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6. Click the file you wish to upload, such as 11\_89789\_WKD0010001.txt.txt. The name will appear in the File name: box.

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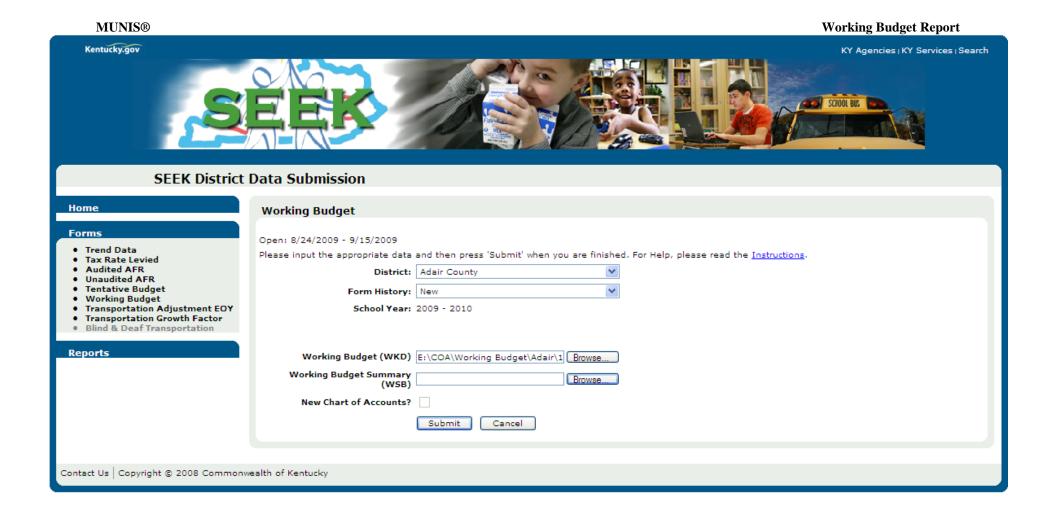


7. Click the Open button Open

The Choose file screen will close returning to the SEEK Data Submission screen.

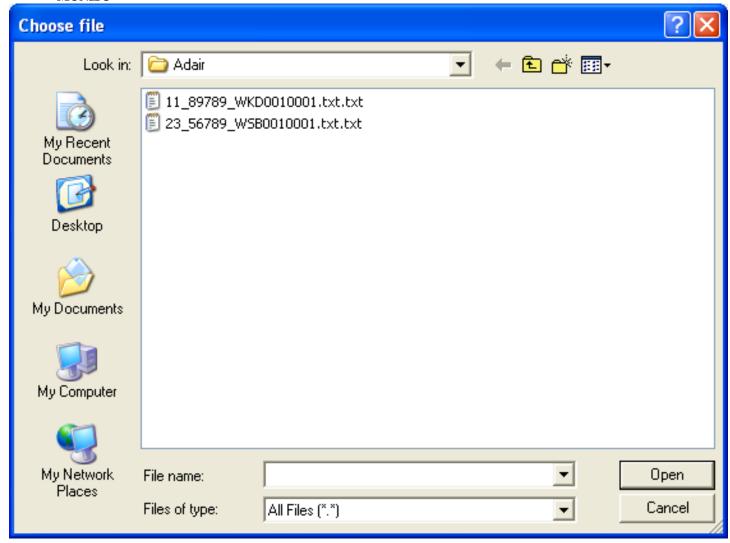
The file location and name now appears in the Working (WKD) Budget text box. Do not be concerned that the entire file location can't be seen.

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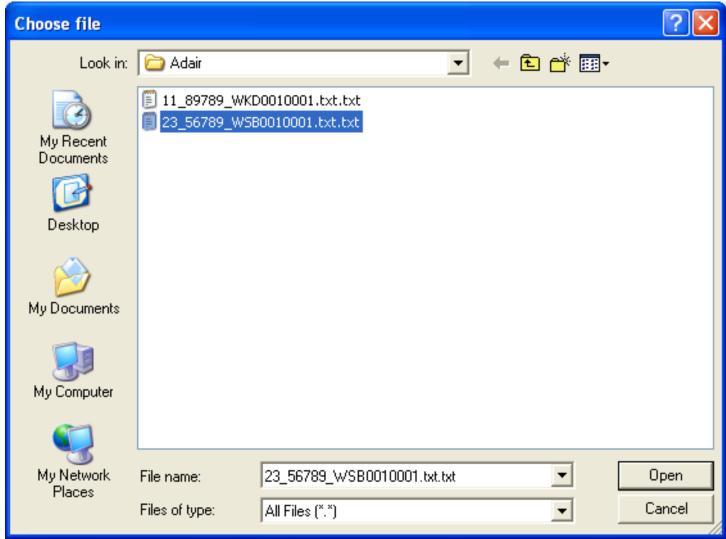
8. Click the Browse button Browse... at the end of the Working Budget Summary (WSB) row to upload the Working Budget Summary. The Choose file screen opens.

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9. Click the summary file to select it, such as 23\_56789\_WSB0010001.txt.txt. The name of the file will appear in the File name: box.

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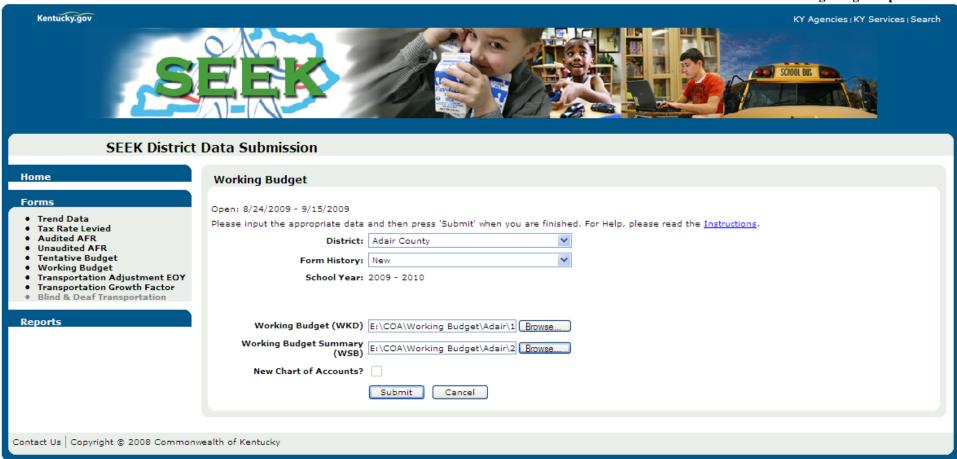
10. Click the Open button

The Choose file screen will close returning to the SEEK Data Submission screen.

The file location and name appears in the Working Budget Summary text box.

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11. Click the Submit button Submit to submit the files.

Once the files have been successfully submitted, a confirmation screen will appear.

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12. The submission process is now complete. To exit the screen, click the close button and the screen will close.

Please see the next two pages for possible errors that may occur during submission.

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### Possible errors that may occur during submission:

Missed their submission window.

This form is only open during the following dates: 05/15/2009 - 05/15/2009.

We have closed the form submission process.

This form has been closed. No data may be submitted at this time.

Internal error with application.

There was an error in loading the page. Please try again later.

File has already been uploaded.

File has been uploaded.

Did not choose file.

Please select the WKD Budget file.

OR

Please select the WSB Budget file.

Chose wrong file.

Please upload a valid WKD Budget file.

OR

Please upload a valid WSB Budget file.

Test to make sure the layout of the detail file is correct.

The Finance Record Import file layout is incorrect.

Invalid district number in detail file.

The following errors were found in files uploaded:

The Finance Record Import file contains an invalid district number.

Invalid budget type in detail file.

The Finance Record Import file contains an invalid budget type.

Invalid fiscal year in detail file.

The following errors were found in files uploaded:

The Finance Record Import file contains an invalid fiscal year.

Not one expenditure record for fund. This applies to funds 1, 2, 310, 320 and 51.

The following errors were found in files uploaded:

The Finance Record Import file does not contain an object code between 0100 and 0998 for fund code 1.

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Not one revenue record for fund. This applies to funds 1, 2, 310, 320 and 51.

The following errors were found in files uploaded:

The Finance Record Import file does not contain an object code between 0998 and 5640 for fund code 1.

Invalid fund codes in submission.

The following errors were found in files uploaded:

The Finance Record Import file contains invalid fund code(s).

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